

COMPLAINTS CONCERNING DISTRICT EMPLOYEES (continued)

Section III:

Please describe the specific steps taken to resolve the complaint. List attempts to discuss the complaint with the school principal or designee, or immediate supervisor. Include dates, if possible.

Section IV:

1. As noted in Board Policy 1312.1 and Administrative Regulation 1312.1(b) the person assigned to investigate the complaint has 30 days in which to respond to the complainant.
2. The complainant may appeal a decision by the principal or immediate supervisor to the superintendent or designee who will attempt to resolve the complaint within 30 days.
3. Complainants should consider and accept the decision of the superintendent or designee as final. However, the complainant, the employee, or the superintendent or designee may ask to address the Board of Trustees regarding the complaint.

Signature of Complainant _____

Date _____